

By now most of you have heard that the County of San Diego has purchased a new MIS system (Anasazi) to replace the existing MIS system (Insyst.) One of the most frequently asked questions about the new MIS system is “What level of computer skills will I need to operate the new system?” This question does not have a definitive answer. However, if you can send and receive emails and can perform basic computer functions such as the functions listed below you should be prepared to use the new MIS system.

PC Literacy Assessment Tool

Worker Name:		Date:	
Review Completed by:			
Task	Proficient (Y/N)	Additional Comments	
1 Turn on computer			
2 Log onto computer			
3 Open new Word document			
4 Type sample text "I love Anasazi"			
5 Copy and paste the text onto a new line.			
6 Minimize the Word application			
7 Restore the Word application from the taskbar			
8 Using the tool bar in Word, access the "File" menu and open a previous document.			
9 Open "PC Literacy memo.doc" (sent as an electronic attachment with QI Maters/Update)			
10 Use "save as" to copy "PC Literacy memo.doc" to desktop			
11 Use the 'window' menu in Word to move between the two open Word documents			
12 Resize 'I loveAnasazi.doc' to be approximately half of the screen			
13 Resize 'PC Literacy memo.doc' and move side by side with 'loveAnasazi.doc'			
14 Enter your name in the form fill field portion of the 'PC Literacy memo.doc'			
15 Print page 1-2 of 'PC Literacy memo.doc'			
16 Close the Word application			
17 Open Internet Explorer using the icon on the desktop			
18 Go to Anasazi website (www.anasazisoftware.com)			
19 Add the Anasazi website page to Favorites			
20 Go back to the homepage (Back button)			
21 Return to the Anasazi website (Forward button)			
22 Close Internet Explorer			
23 Shutdown/restart computer			

Results

PC Proficient - Basic and Intermediate (20 of 23 completed)

Provide Additional Materials (17-19 completed)

Needs Additional Coursework (<16 completed)
